

PRECOMPLAINT COUNSELING DATA SHEET					1. DATE		2. MACOM		
For use of this form, see AR 690-600; the proponent agency is OSA									
3. ACTIVITY PROCESSED BY					4. ACTIVITY COMPLAINED AGAINST				
<i>The EEO counselor will complete all items except those which will be completed by the EEO Officer, which are items 2 and 38.</i>									
PART A- BASIS FOR COMPLAINT (Enter the appropriate code in items 2-9)									
CATEGORY		SPECIFIC		CODE	CATEGORY		SPECIFIC		CODE
Race/Color		Black		1	Rlgn (Religion)		Enter the Religion		X
		Hispanic		2			Female		F
		American Indian		3	Sex		Male		M
		Oriental		4			Enter the Age		--
		Aleut (Alaska only)		5	Age		Mental		M
		Eskimo (Alaska only)		6			Physical		P
		White		7	Handicap		Enter National Origin		X
		Non-Hispanic (P.R. Only)		8			Reprisal		X
None of the Above		9							
5. RACE	6. COLOR	7. RELIGION	8. HANDICAP	9. SEX	10. NATIONAL ORIGIN	11. AGE	12. REPRISAL		
PART B - MATTER GIVING RISE TO THE COMPLAINT									
The matter(s) giving rise to the complaint will be coded using one or more of the following codes:									
CATEGORY		CODE	CATEGORY		CODE	CATEGORY		CODE	
Appointment		(1)	Training		(9)	Reprisal		(17)	
Promotion		(2)	Time & Attendance		(10)	Pay, Including Overtime		(18)	
Reassignment		(3)	Retirement		(11)	Conversion to Full Time/			
Separation/Termination		(4)	Assignment of Duties		(12)	Career Conditional		(19)	
Suspension		(5)	Exam/Test		(13)	Reinstatement		(20)	
Reprimand		(6)	Work Conditions		(14)	Awards		(21)	
Evaluation/Appraisal		(7)	Harassment		(15)	And/Or Other (Specify)		(22)	
Duty Hours		(8)	Sexual Harassment		(16)				
13. Enter Code(s) for Matter(s) Giving Rise to the Complaint →									
14. DATE OF ALLEGED INCIDENT			15. DATE COUNSELOR CONTACTED			16. DATE OF 21-DAY LETTER			
17. DATE FINAL INTERVIEW			18. WAS COMPLAINT RESOLVED? <input type="checkbox"/> Yes <input type="checkbox"/> No						
PART C - CORRECTIVE ACTION TAKEN (Check Appropriate Box)									
19. A-1 Performance Re-evaluated.			26. E-3 Non-Retroactive Hire.			33. H-1 Adverse Action Rescinded with Back Pay.			
20. B-2 Adverse Material Removed from OPF.			27. E-4 Non-Retroactive Promotion.			34. H-2 Adverse Action Rescinded Without Back Pay.			
21. C-1 Cease Complained Practice.			28. E-5 Modify Disciplinary Action.			35. J-1 Priority Consideration.			
22. D-2 Agency Improvements Personnel Practices.			29. F-1 Reassignment; Same Duty Station.			36. K-1 Reinstatement With Back Pay.			
23. D-3 Agency Improvement Working Cond./Pers. Practices.			30. F-2 Reassignment; Different Duty Station.			37. K-2 Reinstatement Without Back Pay.			
24. E-1 Retroactive Hire with Back Pay.			31. G-1 Retroactive Promotion With Back Pay.			38. Amount of Back Pay Awarded.			
25. E-2 Retroactive Hire Without Back Pay.			32. G-2 Retroactive Promotion Without Back Pay.			39. Other (Specify).			
40. REMARKS (Continue on separate sheet, if necessary.)									
41. SIGNATURE OF EEO COUNSELOR					42. SIGNATURE OF EEO OFFICER				